



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO THE
ATTENTION OF:

MAY 02 2017

CEMP-CE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The 2017 US Army Corps of Engineers Sustainability Awards Program -
Nomination Deadline 16 June 2017

1. I am pleased to announce that the nomination period is now open for the 2017 US Army Corps of Engineers (USACE) Sustainability Awards. Submissions must be made by 16 June 2017. I encourage all USACE employees and teams to submit nomination packages for their work this past year. The 2017 Sustainability Awards will recognize achievements from January through December 2016.

2. This program recognizes and rewards exceptional performance by USACE individuals and teams demonstrating extraordinary achievement in the pursuit of Executive Order (EO) 13693: Planning for Federal Sustainability in the Next Decade. The awards honor USACE personnel, teams, projects, facilities, and programs that exemplify the EO's charge to lead by example towards a clean energy economy. The award categories are modeled after those in the GreenGov Presidential Awards program and the winners from this program will subsequently be nominated for the GreenGov Presidential Awards. The categories are:

- a. Sustainability Hero Award.
- b. Green Innovation Award.
- c. Lean, Clean, and Green Award.
- d. Good Neighbor Award.
- e. Green Dream Team Award.
- f. Building the Future Award.
- g. Climate Champion Award.

3. All nomination packages must follow the attached awards guidance and include all required information and documentation. Any packages received with missing components or not prepared in accordance with aforementioned guidance may be disqualified from further consideration. A Checklist and a Nomination Request template are provided to facilitate the preparation of your nomination packages.

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4. Nominations need to be coordinated with your designated Sustainability POC listed in the enclosure. Nomination packages are due electronically to the Directorate of Military Programs, Environmental Division (CEMP-CE), Attn: Francisco Salazar, at: Francisco.J.Salazar@usace.army.mil, by close of business on 16 June 2017.

5. These awards provide the opportunity to mark the significant contribution the USACE is making in implementing energy efficiency and sustainable solutions to reduce our impacts to the environment and surrounding communities and preserve the quality of our natural resources. I look forward to seeing this year's nominations displaying our contributions to the sustainability of our environment.

6. Questions on award nominations may be directed to Mr. Francisco Salazar of my staff at 202-761-8629 or Francisco.J.Salazar@usace.army.mil. For additional information on the USACE Sustainability Program, please contact Ms. Antonia Giardina, Deputy Chief, Environmental Division (Antonia.R.Giardina@usace.army.mil); or Mr. John Coho, Agency Energy Coordinator (John.W.Coho@usace.army.mil).



KAREN U. BAKER
Chief, Environmental Division
Directorate of Military Programs

Encl

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ENCLOSURE.

2017 U.S. Army Corps of Engineers (USACE) Sustainability Awards Program Guidance

Deadline 16 June 2017

1. Purpose: This document details the requirements for nominations for the USACE Sustainability Awards. Points of contact (POCs) are also provided. The nomination period is now open and will close on 31 May 2017. The Sustainability POCs identified below will establish and communicate local organizational processes and deadlines for submission of materials.

2. Eligibility and General Requirements:

- a. All USACE employees, USACE facilities, and all organizational elements, including Districts, Centers, Laboratories, Field Operating Activities (FOAs), Major Subordinate Commands (MSCs) and Headquarters are eligible for nomination, as are all USACE implemented projects and programs. There is no limitation on the number of nominations from any organizational element.
- b. Period of Consideration. The 2017 Sustainability Awards cover achievements in the field of sustainability over the period from January to December 2016. As the awards look to recognize demonstrated results, the project/program/activity should be completed or operating. Under the Green Innovation Award category, a demonstration of near-term feasibility can be nominated. Under the Sustainability Hero Award category, accomplishments over a greater time-period may be included in order to demonstrate a history of leading implementation of sustainable practices.
- c. Previous Winners. Only new accomplishments can compete in subsequent competitions.
- d. There must not be any significant environmental compliance issues with nominated activities or at nominated project sites or installations.
- e. Nominations must be coordinated with the applicable Sustainability POC listed below, as well as the Environmental Compliance Coordinator for Civil Works or the Installation/Facility Environmental Officer, as applicable.
- f. Nominating USACE organizational elements must coordinate internally to assure there are no outstanding issues with either the participants or the contents of the nomination package (e.g. EEO or customer complaints, performance problems, project authorization problems, data used conforms with CRAFT tool information where applicable), and will only nominate completed or fully funded

projects/activities that are aligned with the Administration's program, if Civil Works funded.

g. All nomination materials must be submitted electronically to the Environmental Division at HQUSACE. Nominations will use the .pdf templates provided and be submitted to the following email: Francisco.J.Salazar@usace.army.mil

3. Award Categories and Criteria: The seven award categories are described below. An individual/team may be nominated under more than one award category for the same activity; however, the awards judging panel will determine the most applicable category for consideration and only one award may be received.

a. Sustainability Hero Award – This award recognizes a USACE employee who is a sustainability champion and agent of change within the organization. The selected individual will demonstrate a history of outstanding performance in leading implementation of sustainable practices while reflecting a comprehensive approach to energy and environmental management through innovative strategies, practices, and outreach. The nominations for the Sustainability Hero Award will also be judged on how the individual mentored others. The performance period is expanded for this category in order to demonstrate the individual's history of outstanding performance.

b. Green Innovation Award – This award recognizes an innovation or idea with clear potential to transform the Federal community's overall energy and environmental performance, in keeping with the goals defined by EO 13693. This award will be presented to an individual or team for the development and execution of a novel new product, project, program, design, or revolutionary idea that facilitates sustainability in the Federal Government in an area relevant to the USACE mission. Award winners will ideally represent efforts in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized.

c. Lean, Clean, and Green Award – This award recognizes outstanding organizational achievement in building or fleet energy efficiency or renewable energy development and deployment. The winning project or program will demonstrate a combination of measurable results in energy efficiency (reduced energy consumption), increased use of renewable energy, and reduced greenhouse gas pollution; or decreased petroleum fuel consumption and greenhouse gas pollution reduction.

d. Good Neighbor Award – This award recognizes a USACE team for its exemplary engagement with local or regional communities to promote one or more of the goals of EO 13693. Nominations in this category should focus on USACE representatives who are actively involved in community planning and sustainability initiatives, have established and are pursuing collaborative sustainability goals, and demonstrate success in aligning policies and practices with community partners to achieve those goals. Nominations for this category must include at least one letter of support from a non-Federal local or regional community partner in order to be considered.

e. Green Dream Team Award – This award recognizes exceptional leadership by an interagency green team to effectively place a Federal sustainability idea into action. The selected team will have clearly demonstrated that its collaboration efforts were integral to the successful implementation and institutionalization of the idea within its office, agency, or agencies and will highlight collaboration through Regional Councils, Federal Executive Boards, workgroups or other interagency organizations and teams.

f. Building the Future Award – This award recognizes a USACE project or program at a Federal facility or installation that successfully demonstrates the policy and performance goals of EO 13693 by incorporating sustainable practices and principles into all aspects of their operations. This award may be presented to an individual or team and nominees should highlight significant achievements in building or installation design, operation and management, supply chain management, resource conservation, community engagement, employee involvement, and innovation in order to create a more sustainable facility.

g. Climate Champion Award – This award recognizes a USACE individual or team that has shown consistent leadership in identifying the impacts climate change will have on the Federal community, acting to integrate that information into their work, and sharing their experiences to help others prepare. The award winner in this category will exhibit significant understanding of the impacts of climate change on Federal operations, programs and policies and will have openly and positively shared that knowledge with other agencies, contributing to the nation's overall climate preparedness. Ideally, nominees also will have helped lead the development and successful implementation of plans to respond to climate change over the near and/or long term.

4. Nomination Submittal Procedures and Requirements. The following items need to be submitted electronically to HQUSACE Environmental Division by 16 June 2017:

a. Nomination Checklist. See attachment 1. This attachment is in a .pdf format that can be filled out electronically. The checklist helps to ensure that proper coordination of each nomination has occurred and that the nomination package will be complete.

b. Nomination Request. See attachment 2. This attachment is in a .pdf format that can be filled out electronically. The nomination request should not include photos, figures or other graphics, but these may be submitted separately. The nomination request must include a primary POC and individual/team members names; description of project, program, or activity; results and achievements; and replication history or potential. Additionally, each nomination will be subject to review of environmental compliance status and a compliance history summary must be included.

c. Commander Endorsement. An endorsement memorandum signed by the District Commander (or equivalent) sent through the Division Commander (or equivalent) must be provided. This may be completed electronically and an endorsement email message may be sent, for example, from District Commander to MSC Commander to Ms. Karen Baker, Chief, Environmental Division. The endorsement memo must include a statement attesting that there are no significant environmental compliance issues on any nominated project/program/installation/facility.

d. Good Neighbor Award Letter of Support. Submit at least one letter of support from a non-Federal local or regional community partner for nominations in this award category.

e. Clearance for Public Release. Nomination packages must be cleared for public release prior to submission. The public release approval must reference the nomination package, be on applicable letterhead, be dated, and signed by the appropriately authorized person (such as Public Affairs Office, Commander, or Office of Counsel).

f. Supporting Materials.

(1) Photos, figures and other graphics may be submitted as separate files. Submit all media as a tiff, jpeg or pdf file. Each file should be no larger than 3 MB.

(2) Up to five photos, figures or other graphics may be submitted. Each photograph must be accompanied by a caption (no more than 3 sentences and not imbedded in the photograph). Captions should be submitted in a separate file with a reference to the photo file name.

(3) USACE award winners will subsequently be nominated for the GreenGov Presidential Awards by application to the White House Council on Environmental Quality (CEQ). Additional information or documentation may be required for the GreenGov nomination package, and winners of USACE Sustainability Awards should be prepared to promptly respond to any such request from HQUSACE to enable successful submittal to CEQ.

g. When submitting electronic files, standardized labels should be used. The files should be labeled with abbreviated award category, then an abbreviated nomination title, and lastly the name of the item being submitted. Category abbreviations are:

Sustainability Hero = SH
Lean, Clean and Green = LCG
Good Neighbor = GN
Climate Champion = CG

Green Innovation = GI
Green Dream Team = GDT
Building the Future = BG

5. Awards Review and Selection Process.

a. An interdisciplinary panel will be convened by the Chief, Environmental Division, to judge the nominations. The judging panel will meet to achieve consensus on their recommendations. Selected award winners will be sent to the Chief of Engineers for approval. Coordination with other HQUSACE elements and applicable Department of Army offices will occur as necessary to ensure regulatory compliance and consistency with Administration policies.

b. Nominations will be judged on their demonstration of excellence in employee involvement, innovation, transferability, community engagement, and effectiveness in reaching the goals in the USACE Sustainability Plan, found at <https://eko.usace.army.mil/usacecop/environmental/sustainability/>

c. Award winners will be announced in July 2017. The Sustainability Hero Award winner will be invited to attend the Executive Governance Meeting in August 2017 for presentation of that award by the CG. A virtual award ceremony, hosted by the Deputy Commanding General, will be held between September - October 2017, at which time award trophies will be presented to all award recipients.

6. Points of Contact

a. HQUSACE Points of Contact:

Francisco Salazar
Environmental Division
Environmental Compliance and Sustainability CAP
Telephone: 202-761-8629
Francisco.J.Salazar@usace.army.mil

Antonia Giardina
Environmental Division
Deputy Chief, Environmental Division
Telephone: 202-761-7778
Antonia.R.Giardina@usace.army.mil

b. Sustainability Points of Contact:

LRD: Donald Johantges or Steven O'Hara

MVD: Tonya Acuff

NAD: Patricia Donohue or Michael Vissichelli

NWD: Ned Shepherd

POD: Lori Arakawa

SAD: Michael Riegert

SPD: William Ternak

SWD: David White

ERDC: Cynthia Ray

7. Tips for Writing/Submitting Award Nomination Packages

- a. Carefully read and comply with all requirements.
- b. Be concise and specific. Make sure substantial achievements stand out.
- c. Address as many of the points in the award category description as possible and closely follow the requirements of the narrative. Stress strategies and technologies, outcomes, and potential replication or transferability.
- d. Use data to the greatest extent possible. For small projects to be as competitive as possible with larger projects, reductions or savings may be described as percentages.
- e. Address exceptional innovation and far-reaching effects, not just a high level of on the job performance. Highlight unique strategies and technologies.
- f. Highlight involvement of other military services, agencies, or groups.
- g. Plan early to obtain the stakeholder support letters in the Good Neighbor category and don't wait until the last minute to submit your nomination package.
- h. Touch base early with your MSC Sustainability POC for internal deadlines.